

**FOR BOARD USE ONLY**

Date Received: \_\_\_\_\_



**ALABAMA STATE BOARD OF REGISTRATION FOR INTERIOR DESIGN**

Post Office Box 11026 ♦ Birmingham, AL 35202 ♦ 205-879-4232 ♦ Fax: 205-897-4232\*51

E-Mail ID.admin@idboard.alabama.gov

**APPLICATION CHECKLIST  
EFFECTIVE 10/1/06**

**INSTRUCTIONS:**

Please check each item as completed and/or included. This checklist will help you file a completed application. You will be contacted if additional information is required. Fax copies are not accepted. Original documents are required.

- ☐ Non-refundable \$50.00 Fee. Make check payable to ALABAMA STATE BOARD OF REGISTRATION FOR INTERIOR DESIGN.
- ☐ All items on application are typed or printed clearly in black ink.
- ☐ Application is completed in its entirety.
- ☐ Resume
- ☐ Application is signed and dated.
- ☐ NCIDQ verification request submitted to NCIDQ with a copy provided to the Board. (If not already received by the Board)
- ☐ One official copy of all college transcripts showing courses taken, degree and date awarded. This must be an official document sent directly to the Board office FROM THE INSTITUTION – faxes and photocopies are not acceptable.
- ☐ Proof of passage of NCIDQ examination.
- ☐ Interior Design Experience Program certificate or other written verification of program completion. (If applicable)

**MAIL TO:**

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